

**JOB DESCRIPTION
STREET DEPARTMENT
PART TIME PUBLIC WORKS INSPECTOR**

- 1. JOB TITLE: PART TIME PUBLIC WORKS INSPECTOR**
- 2. DEFINITION:** The Part Time Public Works Inspector is a semi skilled position which requires an individual who is capable of exercising good judgment and who possesses the educational background or relevant experience as it applies to storm drainage, subdivision development, development of plans and specifications for various City projects, and inspection and monitoring of construction projects. The employee will be responsible to the Director of the Street Department. All employees are responsible to the City Manager. This employee will be limited to a maximum of 1,534 working hours per calendar year due to the part time classification. This position is classified as non-exempt for the purpose of the Fair Labor Standards Acts, as having no significant exposure to blood-borne pathogens, and as Safety Sensitive, the employee is subject to drug and alcohol testing for pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return to duty and follow-up testing.
- 3. EQUIPMENT / JOB LOCATION:**
 - a. The Part Time Public Works Inspector should be capable of operating a personal computer and the most current operating system, photocopier, surveying transit and level, and calculator, or be capable of learning these skills.
 - b. The Job location is in the Street Department, however, much work is performed outdoors, at numerous sites within the City limits of Murfreesboro and some tasks may be required to be performed regardless of weather conditions.
- 4. ESSENTIAL FUNCTIONS:**
 - a. Receives, reviews, verifies and records construction related documents.
 - b. Inspects, monitors, re-inspects construction activities, primarily of grading, drainage, and erosion control measures in subdivisions and street improvements.
 - c. Works effectively with developers, contractors and City employees to resolve problems arising during construction.
 - d. Assists in the administration of annual construction contracts, which include but may not be limited to, the annual City Paving Contract and the annual Concrete and Storm Drainage Contract.
 - e. Reads and understands construction specifications and drawings.
 - f. Safely operates an automobile for the purpose of touring construction sites, both improved and unimproved, to make on-site inspections.
 - g. Sits, stands, stoops and walks intermittently.
- 5. EXAMPLES OF OTHER WORK TO BE PERFORMED:**

- a. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be at least 21 years of age.
- b. High school diploma or GED required; related college or technical school education preferred.
- c. Possess a driver's license valid in the State of Tennessee.
- d. Must maintain automobile liability insurance on vehicle used to perform job duties for City of at least \$100,000 single limit, or such other amount as City-wide policies may require in the future.
- e. Submit to and pass a drug and alcohol screening test.
- f. Must have legal authorization to work in the United States of America.
- g. Ability to make and maintain records.
- h. Possess basic knowledge of surveying practices and how they relate to construction staking.
- i. Excellent communication skills, both written and verbal.
- j. Ability to perform visual inspections.
- k. Ability to traverse unimproved construction sites for the purpose of field inspections.
- l. Good Human relations skills with the ability to communicate effectively with the public, elected officials, members of boards and commissions, department heads, other employees of the City, and employees of other government agencies.
- m. Temperament and good judgment to effectively and diplomatically deal with the public, some of whom may be irate and unreasonable.
- n. Ability to perform job responsibilities in a timely manner in order to meet scheduled deadlines.
- o. Ability to perform accurately the duties of the job.
- p. Be available to work hours as needed or necessary.
- q. Ability to report for work on time and perform the duties of the job for a complete work day.

Non-Exempt
Safety Sensitive
March 8, 2005